



Department of Housing and Community Development

December 15, 2011

NOTIFICATION OF VACANCY

**COMMUNITY DEVELOPMENT SPECIALIST
(Program Administration Specialist II)**

POSITION #00030 & 00173

LOCATION:

DHCD

**600 E. MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$44,000 - \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking to fill two Community Development Specialist positions within the Division of Community Development/PAAO Unit, both positions are located in downtown Richmond. Position objectives: 1) to oversee local government administration of CDBG, IPR, ARC and other DHCD funded construction projects; 2) serve as main point of contact for local government and non-profit partners to assure implementation of projects in a manner which complies with the project contract, and with all applicable state and federal requirements. Duties: oversee contracting process; develop project plans; ensure proper documentation of project completion; track closeout process; provide technical assistance, risk analyses and written project status reports; prepare letters of conditions; conduct site visits; plan and deliver training events and workshops. May be required to perform other duties as assigned.

QUALIFICATIONS GUIDE:

Demonstrated knowledge of project management tasks and implementation. Strong working knowledge of government accounting and compliance procedures, computerized spreadsheets and federal financial requirements. Demonstrated ability to read, learn, understand, apply and write about laws and regulations on the implementation of Federal and State Funded construction projects. Effectively interact with all individuals associated with planning and implementing projects. Demonstrated skill in developing and delivering technical presentations to large groups as well as facilitating group discussion. Manage time strategically, effectively handle multiple priorities. Must be able to work independently and as part of a team. Flexibility and a "can-do" attitude are musts. Willingness to learn essential. Degree from a recognized four-year college or university in public administration, planning, or related field preferred. Financial management experience preferred; experience in one or more of the following essential: community development, grant writing/administration, construction management, housing construction/rehabilitation, local government or quasi-governmental entity, financial management or economic development. A willingness to travel independently and overnight on occasion. Valid driver's license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, DECEMBER 30, 2011, 5:00 p.m. EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.